



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LT. GOVERNOR

KEVIN M. BURKE
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121



STEPHEN D. COAN
STATE FIRE MARSHAL

THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: November 1, 2009

SUBJECT: **Advisory regarding recent amendments to M.G.L. c. 148, s. 26G (Chapter 508 of the Acts of 2008) which requires enhanced sprinkler protection in certain buildings which total more than 7,500 gross square feet in floor area.**

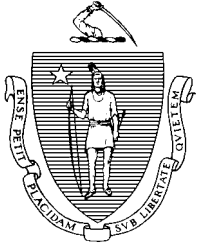
Enclosed please find an advisory memorandum issued by the Fire Safety Commission's, Automatic Sprinkler Appeals Board, regarding the recent amendments to M.G.L. c. 148, s. 26G. The law takes effect January 1, 2010. This document provides guidance to the heads of fire departments who are charged with enforcing this law.

The new amendments to M.G.L. c. 148, s. 26G arose out of the aftermath of a tragic commercial building fire, which occurred in Newton, Massachusetts, in February 2000, resulting in the death of five individuals.

For your convenience, a copy of this advisory memorandum is also posted on the Department of Fire Services' website for members of the fire service, building service, and other interested parties. In the next several weeks, the Department of Fire Services will begin a series of informational seminars relative to this advisory memorandum and the new law. **Watch for an e-mail with the training schedule.**

If you have any questions, or require assistance, please contact the Code Compliance & Enforcement Unit at (978) 567-3375 or in western Massachusetts at (413) 587-3181.

SDC/bhs



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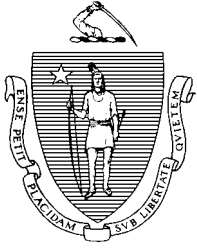
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JOHN J. MAHAN
CHAIRMAN

MAURICE M. PILETTE
VICE CHAIRMAN

MEMORANDUM

TO: Interested persons

FROM: Commonwealth of Massachusetts, Fire Safety Commission's Automatic Sprinkler Appeals Board

DATE: October 14, 2009

RE: Advisory regarding recent amendments to M.G.L. c. 148, s. 26G (Chapter 508 of the Acts of 2008) which requires enhanced sprinkler protection in certain buildings which total more than 7,500 gross square feet in floor area.

Introduction

Because of the unique characteristics of each building construction project, the Board realizes that it is not possible to address all aspects of this law in a single guidance document. As the Board hears appeals based upon the newly revised law, the Board anticipates that some of the conclusions found in this document may be subject to further review and possible modification. Accordingly, persons should closely monitor further guidance and decisions from the Board regarding this matter.

The Commonwealth of Massachusetts' Fire Safety Commission and the Automatic Sprinkler Appeal's Board (hereinafter referred to as "the Board"), has received several requests for guidance regarding the recent amendments to M.G.L. c.148, s.26G (Chapter 508 of the Acts and Resolves of 2008), which requires an adequate system of automatic sprinklers to be installed in certain buildings or structures totaling more than 7,500 square feet. Under s. 26G, this Board has jurisdiction to hear appeals from orders issued by heads of the fire department who are charged with enforcing the law. Under the authority of M.G.L. c. 30A, s. 8, the Board is issuing this advisory guidance document to assist heads of fire departments and building owners to understand the basic requirements of this law.

In developing this document, the Board has used its best efforts in developing guidance consistent with the language of the statute, legislative intent, related cases and common sense. This

document is not intended to be the final word on this matter or meant to be a substitute for a good faith, reasonable interpretation of the statute by the head of the fire department. In determining whether a building is subject to this law, the head of the fire department should make fair, consistent and well-reasoned determinations, based upon the reading of the law and the specific factors that exist for a particular building.

1. How did the law change?

The law changed in two significant ways. First, the law will now be applied uniformly throughout the state in all cities and towns. The provisions of M.G.L. c. 148, s. 26G, in various forms, have been law since 1982. However, until this recent amendment to M.G.L. c. 148, s. 26G (c. 508 of the Acts of 2008), the law only applied within those cities and towns that adopted the law by local option. However the law now applies to all municipalities on a statewide basis.

The second major change expanded the instances in which sprinkler systems will be required. The law limits the installation of sprinklers to new buildings and buildings subject to major alterations or additions if said buildings feature more than 7,500 gross square feet in floor area. Under the old law, the construction of an addition required sprinklers in the “addition only.” The new law requires sprinklers to be installed based upon the building’s sum total of square feet (s.f.) in floor area “in the aggregate.” As an example, under the new law, if you have an existing building that has 5,000 s.f. of floor area and you are constructing a 3,000 s.f. addition, you will now be required to install an adequate sprinkler system throughout the building, since the building will now total over 7,500 s.f. in the aggregate (8,000 s.f.).

2. Why was the law changed?

The legislative activity to amend the provisions of M.G.L. c. 148, s. 26G arose in the aftermath of a tragic commercial building fire, which occurred in Newton, Massachusetts in February, 2000, resulting in the death of five individuals. It was the Legislature’s intent to apply the law throughout the state. This reasoning is based upon the long-standing, fire safety principal that sprinklers save lives. Additionally, there was the desire to eliminate a perceived loophole, which existed in the old s. 26G. Under the old law, if you were only constructing an addition to a building without any major modifications to the existing building, a sprinkler system was required in the “addition only” if the addition itself contained over 7,500 s.f. in floor area. A building could have been added to by means of a series of smaller additions (7,500 s.f. or less) over the course of many years, resulting in the significant enlargement of the original building without the need to ever install sprinklers.

3. When does the law take effect?

The new law clearly applies to “the construction of buildings, structures or additions or major modifications thereto which total, in the aggregate, more than 7,500 gross square feet *permitted after January 1, 2010*”. (Sec. 6, c. 508 of the Acts of 2008). Therefore, if the date of the issuance of the permit is after January 1, 2010, the enhanced requirements will be applicable.

4. What type of buildings or structures are covered by the law?

The law, in general applies to “every building and structure...” and does not specify which particular use groups or building classifications are subject to the law. However the law does include several specific exemptions. The law does not apply to:

- Buildings or additions used for residential purposes;
- Rooms or areas of a telephone central office equipment building when such rooms or areas are protected with an automatic fire alarm system;
- Open-air parking structures, defined as: buildings, structures, or portions thereof, used for parking motor vehicles and having not less than twenty- five per cent of the total wall area open to atmosphere at each level, utilizing at least two sides of the structure; and
- Buildings used for certain agricultural purposes, as defined in M.G.L. c. 128 s. 1A.

Additionally, the statute contains some exceptions, if certain conditions or circumstances exist. They include:

- Buildings or structures, or certain areas of such buildings or structures, where the discharge of water would be an actual danger in the event of a fire, the head of the fire department shall permit the installation of such other fire suppressant systems as are prescribed by the state building code in lieu of automatic sprinklers; and
- No such sprinkler system shall be required unless sufficient water and water pressure exists.

It should also be noted that buildings owned by the Commonwealth are generally not subject to the provisions of s. 26G. In accordance with long standing case law and confirmed by a fairly recent Opinion of the Attorney General (No. 00/01-1), buildings owned by the state are not subject to the statutory requirements of laws such as s. 26G, unless there is express statutory language indicating that the state is subject to the law. However, buildings that are owned by state authorities or other similar entities created by the Legislature, may not necessarily be considered “state owned” and therefore exempt. In such situations, the particular statute creating the authority or entity should be reviewed by the head of the fire department with the assistance of the town attorney to determine if an exemption exists.

5. Does the law apply retroactively to all existing buildings, which are within the scope of the law?

No, the Legislature intended to give some protection to owners of existing or older buildings against the large expense of installing sprinklers by requiring the installation only upon some triggering event. The law is only triggered if: (1) a new building or structure is constructed or (2)

an addition is built onto an existing building or structure or (3) major alterations or modifications are planned for an existing building. Additionally, it should be noted that the building must total more than 7,500 gross s.f. in floor area, in the “aggregate” (existing building and addition). In short, if you are not constructing a new building, adding onto an existing building or undertaking major alterations to an existing building, or if the building does not total more than 7,500 gross s.f. in the aggregate, you are not required to install sprinklers under this particular law.

6. What method is used to determine if a building totals, in the aggregate, more than 7,500 gross square feet in floor area?

The statute specifically states that for the purposes of this law, “the gross square footage of a building or structure shall include the sum total of the combined floor areas for all floor levels, basements, sub-basements and additions, in the aggregate, measured from the outside walls, irrespective of the existence of interior fire resistive walls, floors and ceilings”. It should be noted that this calculation is unique and is somewhat different from the method used in the state building code, which in general, uses interior measurements to determine floor area.

7. Is a sprinkler system always necessary when there is an addition to a building, which is within the scope of the law?

It will depend upon how large the building will be after the addition is built. If an addition is being constructed to an existing building and the addition creates a building with a combined total of more than 7,500 s.f. “in the aggregate”, an adequate system of sprinklers will now be required throughout the building (addition and the existing building), without regard to the existence or extent of alterations, if any, to the previously existing building.

The legislative activity to amend the provisions of M.G.L. c. 148, s. 26G arose in the aftermath of a tragic commercial building fire, which occurred in Newton, Massachusetts in February 2000, resulting in the death of five individuals. The elimination of the limiting words “addition only,” in the old law and the requirement that the square footage determination be conducted “in the aggregate”, indicates the clear intent of the Legislature to require the enhanced sprinkler protection throughout the building when the building is added to and if the gross s.f. of the addition, combined with the existing building, totals more than 7,500 s.f. “in the aggregate.” If the building, including the new addition, totals less than 7,500. s.f., sprinklers are not required under the provisions of this law.

8. Is a sprinkler system always required if renovations are taking place in a building, which is within the scope of the law?

This depends upon whether the renovations are considered “*major*” alterations or modifications, as those terms are used in the statute. The Board realizes that the determination to install sprinklers, is often difficult and should be decided on a case-by-case basis, based upon the unique characteristics of the building and the nature and extent of the work. However, the Board suggests that such decisions be made in a predictable and consistent manner throughout the Commonwealth. Therefore, the Board suggests that fire officials, in deciding if “major alterations or modifications” are taking place, should be guided by the Massachusetts Appeals Court case

Congregation Beth Shalom & Community Center, Inc. v. Building Commissioner of Framingham et. Al., 27 Mass. App. Ct. 276 (1989).

In this case, the Court discussed the meaning of the terms “major alterations” as those words are used in M.G.L. c. 148, s. 26G. (It should be noted that those terms remain in the law, notwithstanding the amendments to s. 26G) The Court said that the terms “major alterations” shall include “any work, not repairs, which is “major” in scope or expenditure, and which results in changes affecting a substantial portion of the building”. In its decision, the Court looked at the nature of the planned work and would require sprinklers throughout the building if “the extra cost of installing sprinklers would be moderate in comparison to the total cost of the work contemplated...” or “if the physical work being done is of such scope that the additional effort to install sprinklers would be substantially less than would have been if the building were intact.”

At this time, it is the intent of the Board to consider the following factors established in the Congregation Beth Shalom case, to determine whether “major” alterations or modifications are taking place, thus requiring sprinklers to be installed throughout a building in accordance with M.G.L. c. 148, s. 26G.

A. What is the nature of the actual work?

- Is the planned physical work the type of work that would make the effort to install sprinklers substantially less than it would have been if the building were intact?
- Is the work merely minor repairs or cosmetic vs. major alterations?
Examples of “major” alterations or modifications, include, but may not be limited to:
 - The demolition or reconstruction of existing ceilings or installation of suspended ceilings;
 - The removal and/or installation of sub flooring, not merely the installation or replacement of carpeting or finished flooring;
 - The demolition and/or reconstruction or repositioning of walls or stairways or doorways; or
 - The removal or relocation of a significant portion of the building’s HVAC, plumbing or electrical systems involving the penetration of walls, floors, or ceilings.

B. What is the scope of the work or cost/ benefit of sprinkler installation?

This involves a review of the scope of the major alterations or modifications. Does it affect a substantial portion of the building? This requires a review to determine how much of the building is being affected by the work; **or** a determination that the cost of installing sprinklers is moderate in comparison to the total cost of the work.

To assist fire officials, building owners and construction project managers in making decisions, the Board has established the following two presumptions that may be used to determine if the scope or the cost of the planned alterations or modifications are “major” thus requiring sprinklers to be installed throughout a building.

- 1) Major alterations or modifications are reasonably considered major in scope when such work affects thirty-three (33) % or more of the “total gross square footage” of the building, calculated in accordance with section 26G.
- 2) Major alterations or modifications are reasonably considered major in scope or expenditure, when the total cost of the work (excluding costs relating to sprinkler installation) is equal to or greater than thirty-three (33) % of the assessed value of the subject building, as of the date of permit application.

It is the conclusion of the Board, at this time, that if the nature of the work is the type of work described in **A** and also meets at least one of the two presumptions described in **B** above, then it can be reasonable to conclude that the alterations or modifications are “Major”, thus requiring sprinklers throughout the building.

The Board is aware that buildings and circumstances vary from one project to another and that it would be unreasonable to expect that a single set of criteria could reasonably apply to all situations. Therefore, this list of described factors is not necessarily all-inclusive, but is meant to provide a common sense guideline for fire departments and building owners to determine if a sprinkler system is probably required under the provisions of this particular law.

9. What if the work is not “major” in scope for this particular permitted project, but appears to be part of a long-range plan?

If the specific permitted alterations or modifications are not considered “major,” as described, but appear to be one phase of a series of modifications being conducted over a reasonably short period (i.e. 5 years or less), it may be reasonable to conclude that such work could be part of a long range project resulting in “major alterations” to the entire building, or a substantial portion of it, thus triggering the sprinkler requirements. Although this occurrence may be rare, fire officials should be aware of future and past recent projects to determine if there is a series of planned projects that, taken together, may be considered “major” alterations or modifications, which would trigger the sprinkler requirements.

10. The statute states that “no such sprinkler system shall be required unless sufficient water and water pressure exists”. How is it determined if there is a lack of sufficient water and water pressure?

This language, creating an apparent exemption for situations involving lack of sufficient water and water pressure, has remained unchanged in the new amendments. In determining cases in which this issue has been raised, the Board has been guided by the Massachusetts Appeals Court case of Chief of the Fire Department of Worcester v. John Wibley, et al. 24 Mass. App. Ct. 912 (1987).

In that case the court concluded that:

“The term “sufficient water and water pressure exists” means that the owner of a building or addition to which the statute applies must have access to a source of water sufficient to operate an adequate system of sprinklers, or the exemption applies. The source may be either on the land on which the new building or addition is constructed or off the land, provided that it is legally available to the owner of the building or addition.”

In the Wibley case, the court, in agreeing with the fire chief, concluded that sufficient water and water pressure existed, notwithstanding the fact that the source of water was not on the owner’s land, but was legally available by means of a connection requiring the excavation to a legally available water main located 500 yards away.

11. Who has the responsibility to enforce the sprinkler installation requirements of this new law?

Under both the old and new version of M.G.L. c. 148, s. 26G, the head of the fire department is given the statutory authority to enforce the law.

12. What action should be taken by the head of the fire department at this time?

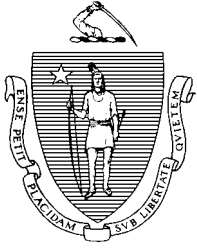
It is recommended that the head of fire department coordinate with the local building official and confirm that the building official is aware of the new law, its applicability and the statute’s unique method of determining a building’s total floor area. Additionally, it is suggested that procedures be established to assure that the building official communicate to the appropriate fire department personnel the existence of construction activities to buildings in excess of 7,500 s.f., which may be subject to the provisions of M.G.L. c. 148, s.26G. Once the head of the fire department determines that a planned building construction project is subject to s. 26G, the building owner/construction manager should be informed of the determination and the reasons for it by a written notice signed by the head of the fire department. The notice should also contain the information about the ability to appeal such determination to the Commonwealth’s Automatic Sprinkler Appeals Board within 45 days of the receipt of such notice.

13. How are appeals filed with the Board?

The law allows for any person aggrieved by an interpretation, order, requirement or direction of the head of the fire department, (or the failure to so act) to file an appeal with the Automatic Sprinkler Appeals Board. Such appeals must be filed ***within 45 days*** after receiving service of notice of the head of the fire department’s determination. The Board has a formal application form that must be completed by the person seeking the appeal. In addition to the application form, a detailed statement of the basis for the appeal, a copy of the chief’s determination and an appeal application fee (\$100.00) must accompany each application. Automatic Sprinkler Appeals Board application forms may be obtained by calling: 978-567-3181 or on the web at www.mass.gov/dfs (right side of the page Mass. Automatic Sprinkler Appeals Board).

14. What are the Board hearings like?

Members of the Commonwealth's Fire Safety Commission hold hearings of the Automatic Sprinkler Appeals Board. The hearings are informal and the strict rules of evidence used in a court of law are not used. The hearings require the presence of the appellant and the head of the fire department or their agent or attorney. The parties should be fully prepared to present their positions at the hearing. All plans, drawings, photographs expert findings/analysis or any other documents, information and testimony and arguments should be presented at the hearing to assist the Board in making its findings and determination.



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MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: November 1, 2009

SUBJECT: *Keep Warm, Keep Safe*

As we approach the winter season, I wanted to remind you of the very successful ***Keep Warm, Keep Safe*** winter fire safety awareness campaign that was initiated last year to assist fire departments with information and materials for use within your communities. We made a positive difference, and I hope we can do the same this year. Because of your efforts in ensuring the fire service “spoke with one voice” concerning the dangers of heating equipment fires last winter, MA saw a statewide drop of about 9% in the number of heating equipment fires last year compared to 2007. All the materials contained in the ***Keep Warm, Keep Safe Tool Kit to Winter Fire Safety*** are still on our website and are available for you to download and use during this year’s winter heating season. See www.mass.gov/keepwarmkeepsafe

The ***Keep Warm, Keep Safe Tool Kit*** includes the following items:

- Educational Powerpoint on Winter Fire Safety
- Template Press Release and Talking Points
- Several Educational Flyers
- KWKS flyer in 6 languages

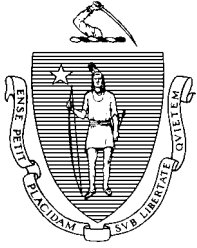
I hope that this information will be useful to you again this year for your community outreach. The Powerpoint presentation is appropriate for community groups, schools, and local government officials.

In addition we are working with some of the media to run PSAs and ad campaigns to highlight the importance of fire safety during the winter heating season and supplement our ***Keep Warm, Keep Safe*** campaign.

Thank you for your continued participation in this important fire safety initiative. If you need further information, please feel free to contact my office.

SDC/bhs

Administrative Services • Hazardous Materials Response
Massachusetts Firefighting Academy • Office of the State Fire Marshal



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THOMAS P. LEONARD
DEPUTY STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Department

FROM: Stephen D. Coan
State Fire Marshal

DATE: November 2, 2009

SUBJECT: Self Service Motor Fueling Visibility (527 CMR 5.08(5)(f))

Facilities that conduct self-service motor fueling are required to maintain direct line of sight between the controlling console and the fuel dispensers. In a number of instances the visibility has been blocked by merchandise displays and other obstructions both inside and outside of the building.

I am asking that when your department conducts routine inspections of these facilities the visibility between console and dispenser be confirmed

If you have any questions, please contact the Code Compliance & Enforcement Unit at (978) 567-3375 or in western Massachusetts at (413) 587-3181.

SENIOR FIRE OFFICER FORUM

FALL 2009



REGISTER NOW!

Reading Smoke – Part II

This presentation will provide detailed training and exercises to improve participant's effectiveness in the “**Reading Smoke**” process for first due rapid decision making.

Course Number: 200-029-669 Session A

Speaker: David Dodson, Battalion Chief, Eagle River Fire District, Colorado

David Dodson – is a 26-year fire service veteran. He is a Battalion Chief for the Eagle River Fire District in Colorado. Dave is the author of Delmar's Fire Department Safety Officer, 2nd Edition and a co-author of the Firefighters Handbook.

Date & Time: Thursday, November 12, 2009 @ 1000 – 1500 hrs

Location: Devens Common Center, Devens, MA

www.devenscommoncenter.com

*Register online at www.mass.gov/dfs or
fax a MFA Registration Form to 978-567-3229*

*Out of state fire service personnel will be charged a registration fee of \$25.00.
Please make checks payable to: Massachusetts Firefighting Academy Trust Fund
Mail to: Massachusetts Firefighting Academy
P.O. Box 1025, State Road
Stow, MA 01775*

Special Presentations for Massachusetts Senior Fire Officials

**Commonwealth of Massachusetts
Department of Fire Services
Contractor Job Posting**

Graphic Artist

Job Information:

Official Title:	Graphic Artist
Functional Title:	Graphic Artist/Desktop Publisher
Position Type:	Contractor
Full-time/Part-Time:	Part-time
Salary Range:	\$25-\$30 per hour depending on experience [Note:
Shift:	10 hours per week on average, with peak periods requiring a greater commitment]
Number of Vacancies:	1
Confidential:	No
City/Town Location:	Stow
Facility Location:	Stow
Region:	Central
Application Deadline:	Nov 13, 2009

Duties:

This position creates and designs graphics for the Department of Fire Services publications, including a wide variety of projects such as the quarterly newsletter, the Massachusetts Firefighting Academy Course Catalog, the Fire Chiefs' Directory, the DFS Directory of Services, the DFS Public Education Conference materials, as well as assorted training manuals, brochures, flyers, forms, web pages, certificates and awards, and logos for new initiatives. The position is also responsible for formatting typescript and graphic elements using computer software in order to produce publication ready material. The goal of the position is to provide a professional polish to publications and materials that the DFS uses to represent itself to the public and its customers and to generate a cohesive "look" to DFS publications.

The Graphic Artist performs the following duties:

- Creates designs, concepts and sample layouts of DFS publications based on knowledge of layout principles and esthetic design concepts.
- Determine size and arrangement of illustrative material and copy and select style and size of type.
- Uses computer software such as the Adobe Design Premium CS 3 suite (InDesign, Illustrator, Acrobat, Photoshop), the Microsoft Office to generate

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans and people with disabilities are strongly encouraged to apply.

- images and create publications. Networks to a TCP/IP network and printers using a personal computer for file transfer, printing and network distribution. Marks up, pastes, and assembles final layouts to prepare for printing materials.
- Reviews final layouts and suggests improvements as needed.
 - Draws and prints charts, graphs, illustrations and other artwork using computer software.
 - Develops graphics and layouts for DFS publications, logos and web pages.
 - Prepares illustrations and rough sketches of materials, discussing them with DFS staff and making necessary changes for layout design.
 - Reviews preliminary and final proofs and makes necessary changes.
 - Edits graphics and photos using pixel or bitmap editing, airbrushing, masking or image retouching and making color corrections.
 - Drafts text layout, selecting the column width and spacing for printed materials.
 - Positions text and art elements from a variety of sources in a visually appealing way in order to design web pages and publications.
 - Imports text and art elements to publications using scanners and digital files and computer software.
 - Proofreads and edits copy for form, accuracy and clarity.
 - Backs up files.

Qualifications:

Minimum Entrance Requirements:

Applicant must have at least (A) four years of full-time, or equivalent part-time experience as a desktop publisher or graphics artist or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions: A Bachelor of Arts Degree in Graphic Design or Illustration may be substituted for two years of the required (A) experience.

Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Knowledge of Adobe Design Premium CS 3 suite (InDesign, Illustrator, Acrobat, Photoshop) and the Microsoft Office suite softwares.

Preferred Qualifications:

- Knowledge of graphics design methods, techniques, and principles involved in the production of publications and web pages.
- Knowledge of graphics design tools, materials, supplies and equipment
- Knowledge of principles and methods for showing, promoting and selling products and services. This includes marketing strategy and tactics as well as sales techniques and product demonstration.

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans and people with disabilities are strongly encouraged to apply.

- Knowledge of media production, communication and dissemination techniques and methods. This includes alternative ways to inform via written, visual and oral communication.
- Knowledge of Macintosh computers and software such as Filemaker Pro, Claris Works, and Adobe InDesign.
- Ability to conduct customer needs assessments, meet quality standards for services and evaluate customer satisfaction.
- Ability to actively listen, giving full attention to what people are saying, taking time to understand points being made, asking questions as appropriate, without interrupting.
- Ability to solve complex problems by reviewing related information to develop and evaluate options and implement solutions.
- Originality and creativity, the ability to come up with a number of innovative and clever ideas about a given topic.
- Ability to work as part of a team, within time constraints and with considerable accuracy and attention to detail.
- Must be dependable, flexible, and independent.

How to Apply:

Submit cover letter, resume and application no later than Nov 13, 2009 to:

Human Resources Office
Department of Fire Services
P.O. Box 1025 - State Road
Stow, MA 01775

Please download application from DFS website www.mass.gov/dfs and click on DFS employment opportunities.

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans and people with disabilities are strongly encouraged to apply.

Assistant Director of the Massachusetts Fire Academy

Program Manager VI

Agency Name:	Dept. of Fire Services
Official Title:	Program Manager VI
Functional Title:	Assistant Director of the Massachusetts Fire Academy
Occupational Group:	Not Used
Position Type:	Non-Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$41,017.08 to \$93,731.29 Annually
Bargaining Unit:	M99
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Stow
Region:	CENTRAL
Facility Location:	P.O. Box 1025-State Road Stow, MA 01775
Application Deadline:	11-13-2009
Apply Online:	No
Posting ID:	J19539

This position is funded from the Commonwealth's annual operating budget.

Duties:

1. Supervises staff engaged in fire service training at the state level. This includes extensive strategic planning, managing assignments and directing job performance activities as they relate to the accomplishment of the division's goals and objectives.
2. Oversees the day-to-day management of operations within the division, including but not limited to registration, scheduling, program development, program delivery and certification. Analyzes and advises the Director and direct reports on significant events and their impact on daily operations.
3. Makes decisions as needed for the daily management and operations of the agency.
4. Delegates routine administrative and operational activities to qualified staff as needed to ensure continuity in processing.
5. Draws direction and guidance from subject matter experts within the agency to satisfy compliance with existing laws and regulations, as well as to implement new initiatives and directives that are introduced throughout the state, and/or Executive Branch, and/or Secretariat. He/She must advocate a team atmosphere in order to build consensus and facilitate communication among and across organizational channels.
6. Other duties as assigned.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five years of full-time, or equivalent part-time, supervisory or managerial

experience in business administration, business management, or public administration.

SPECIAL REQUIREMENTS: None.

Preferred Qualifications:

1. Ten years of full-time, or equivalent part-time, supervisory or managerial experience in business administrative, business management, or public administration and of which at least five years should have been in a managerial capacity.
2. An undergraduate degree (BA or BS) in a related field of study. A graduate degree or comparable experience is preferred.
3. Ten years experience in the fire service, with at least five years experience in a supervisory capacity.
4. Ten years experience in training and/or adult education.
5. Certification by the ProBoard or IFSAC to the level of Fire Officer II and Fire Instructor II.
6. Knowledge of the principle of fire service training.
7. Ability to understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
8. Demonstrated skills and experience in identifying and understanding customer needs and converting those needs into detailed work plans and technical actions.
9. Ability to communicate diverse information orally and in writing to a wide variety of individuals in an efficient and concise manner. This includes the ability to assess problems, implement necessary action, impart information, and answer questions clearly and accurately.

How To Apply:

Mail cover letter and resume to:

Maribel Fournier, Director of Administrative Services

Department of Fire Services

P.O. Box 1025-State Road

Stow, MA 01775

Please submit 2 copies of resume and cover letter and include an email address on all correspondence.

Faxed, emailed or late resumes will not be considered.

Agency Web Address:

<http://www.mass.gov/dfs>

Manager of Information Technology

Administrator V

Agency Name:	Dept. of Fire Services
Official Title:	Administrator V
Functional Title:	Manager of Information Technology
Occupational Group:	Not Used
Position Type:	Non-Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$38,067.12 to \$86,951.73 Annually
Bargaining Unit:	M99
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Stow
Region:	CENTRAL
Facility Location:	P.O. Box 1025-State Road Stow, MA 01775
Application Deadline:	11-13-2009
Apply Online:	No
Posting ID:	J19542

This position is funded from the Commonwealth's annual operating budget.

Duties:

1. Serves as Project Manager for IT projects such as acquisition of a statewide interoperability projects, development of Intranet/Internet pilot applications. Coordination and implementation of a document and knowledge management system. Organizes and assigns work to IT personnel to ensure goals of the project are accomplished. Serves as the primary spokesperson for the department to communicate status of current projects and request for approvals from the Senior management team. Leads effort to develop request for proposal response for new IT initiative. Ensures projects remain on schedule.
2. Oversees short and long-term IT strategic planning for DFS. Collaborates with the staff from other departments to determine user needs and develops action plans to meet these needs. Prioritizes annual technological initiatives and ensures initiatives are consistent with IT plan for the Commonwealth. Determines specifications for IT purchases and allocates these purchases to various departments. The planning time horizon is 3 years.
3. Serves as the liaison between IT staff and the internal/external agencies such as EOPS, ITD, OSD, CHSB, MEMA and other Commonwealth agencies. Provides updates on status of projects to interested parties. Ensures collaboration and integration of processes through follow up evaluations. Communicates decisions among the user community regarding new priorities and projects.
4. Develops and implements IT policies and procedures. Meets with the Senior management to get reviews and sign-offs for new policies and procedures.

5. Prepares and implements IT budget requests and allocations. Ensures funds are well spent and distributed wisely. Manages procurement of IT equipment, software, etc. Assures integration of systems within the agency to coordinate resources to a larger network through delegation of activities between the Commonwealth and IT.
6. Provides managerial oversight to staff. Recommends hiring/firing of staff and provides annual performance evaluation. Provides staff with coaching, training, and assesses resource capabilities. Holds monthly staff meetings to address policy and procedures. Oversees development of user training in collaboration with Human Resources to facilitate migration to new technology.
7. Other duties, as assigned.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five years of full-time, or equivalent part-time, professional, administrative, supervisory or managerial experience in business administration, business management, or public administration and (B) of which at least four years must have been in a supervisory or managerial capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Master's or higher degree with a major in business administration, management, public administration, industrial engineering, industrial psychology, or hospital administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

SPECIAL REQUIREMENTS: None.

Preferred Qualifications:

- Knowledge of the concepts, methods, techniques and applications of computer programming.
- Knowledge of the capabilities and limitations of computer hardware.
- Knowledge of the terminology, codes and standards, abbreviations & applications to electronic data processing.
- Knowledge of the methods and techniques used in organizing work processes and functions to facilitate the use of computer methods.
- Knowledge of the principles, practices and techniques of supervision and management.
- Ability to determine proper format and procedures of assembling items of information.

- Ability to communicate effectively both orally and in writing.
- Ability to understand the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing DFS activities.
- Working knowledge of LAN/WAN based operations.
- Knowledge of network hardware (routers, bridges, switches, bulbs, wireless access points).
- Strong knowledge of TCP/IP and related network services (DHCP, WINS, DNS, SMTP).
- Strong knowledge of Microsoft Active Directory Services.
- Knowledge of client workstation operating systems (Microsoft Windows & Linux).
- Strong knowledge of IBM Domino Server and experience managing large e-mail system with local and remote users.
- Knowledge of IBM Workspace & Lotus Notes Client.
- Working knowledge of telecommunication switches and voice mail systems.
- Experience as an IT Manager dealing with multiple projects.
- Some background or experience with mobile telecommunications is a plus.
- A developing concept or an idea of groups and communities of practice sharing information.
- Some systems implementation / upgrade implementation experience would be helpful.
- Knowledge of Commonwealth of Massachusetts systems (MMARS, HR/CMS) is preferable.

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PREVENT Candle Fires

Follow the Circle of Safety

Burn candles inside a one foot circle of safety, an area free of anything that could come in contact with the flame and burn.

Use candles in the center of an area one-foot in every direction free of anything that could burn, such as decorations, curtains that could blow around, other items on a table or bureau. Use a sturdy metal, glass or ceramic container.

Stay in the same room with burning candles; never leave them burning unattended.

Most candle fires start when they are left burning unattended. Don't leave a candle burning out of your sight or when you fall asleep at night.

Use candles out of reach of children and pets

Many candle fires are started when pets knock them over, or when children touch or play with them.

Keep all matches and lighters out of reach of children.

Store in a high cabinet, preferably a locked one. You wouldn't leave a loaded gun lying around and a lighter can be just as dangerous in a child's hand.

Teach everyone in the family the rules of safe candle use.

Children, teenagers, grown-ups and older adults should know the rules of safe candle use.

Candle fires have tripled in Massachusetts over the past decade!

Candle use has risen greatly in the past decade, but unfortunately so have candle fires. They have more than tripled in Massachusetts in the past ten years.

Candles have become one of the leading causes of fire deaths in the home in this state.

Several people are killed, usually in their own homes, from candle fires each year.



FireFACTORS

Office of the State Fire Marshal
Department of Fire Services

P.O. Box 1025 State Road • Stow, Massachusetts 01775 • (978) 567-3300 • www.mass.gov/dfs